

Personnel Reports

The **Personnel Reports** option provides two reports: *Personnel Report* and *Personnel MU Report*. Both reports are “canned reports”, meaning you can only view and/or print; no querying or customizing options are available.

The *Personnel Report* provides information by Management Unit, subtotalling number of personnel at the Location level and totaling number of personnel at the Area level. The report includes the number of Category 1 and 4 scientists, the number of Category 2 post-docs, and the total number of personnel.

To print the “*Personnel Report*”, click “**Reports**” and “**Personnel Report**” from the Research Documentation screen (fig. 1).

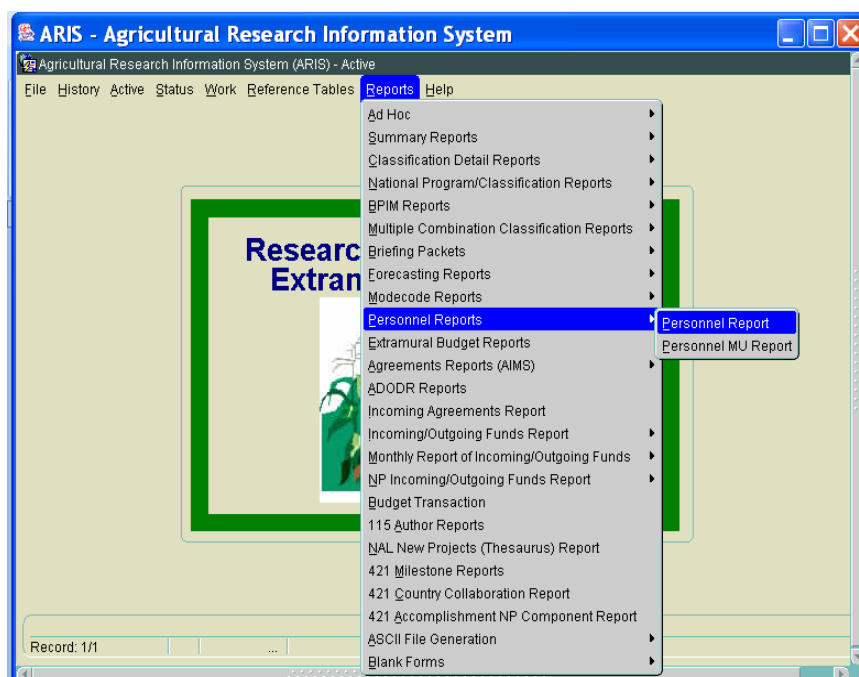


Figure 1 - Personnel Reports, Personnel Report

Adobe Acrobat will open and display the print file (fig. 2). To print, click the “**Print**” icon on the Adobe Tool bar, and “**OK**.”

03/31/2010
Agricultural Research Service
Agricultural Research Information System
Personnel Report

Modecode	Location	Total # Personnel	Cat 1 & 4	Cat 2
3655-00-00	MADISON, WISCONSIN	0	0	0
3655-01-00	LOCATION SUPPORT STAFF	6	0	0
3655-10-00	CEREAL CROPS RESEARCH	24	5	1
3655-20-00	VEGETABLE CROPS RESEARCH	29	10	3
3655-30-00	U.S. DAIRY FORAGE RESEARCH CENTER	0	0	0
3655-30-05	CELL WALL BIOLOGY AND UTILIZATION RESEARCH	30	6	1
3655-30-10	DAIRY FORAGE AND AQUACULTURE RESEARCH	56	12	1
3655	MADISON, WISCONSIN	145	33	6
36	MIDWEST AREA	1,398	320	52
5301-00-00	OFFICE OF THE DIRECTOR	11	0	0
5301-01-00	CONSULTANT/COLLABORATOR STAFF	19	0	0
5301-10-00	AREA ADMINISTRATIVE OFFICE	19	0	0
5301	OFFICE OF THE DIRECTOR	49	0	0
5302-00-00	PARLIER, CALIFORNIA	0	0	0
5302-01-00	LOCATION SUPPORT STAFF	13	0	0
5302-15-00	SAN JOAQUIN VALLEY AGRICULTURAL SCIENCES CENTER	0	0	0
5302-15-01	OFFICE OF THE DIRECTOR	3	0	0
5302-15-05	WATER MANAGEMENT RESEARCH	21	6	0
5302-15-15	CROP DISEASES, PESTS AND GENETICS	43	11	3
5302-15-65	COMMODITY PROTECTION AND QUALITY RESEARCH	42	8	0
5302	PARLIER, CALIFORNIA	122	25	3
5303-00-00	SHAFTER, CALIFORNIA	0	0	0

Figure 2 - Adobe Print File, Personnel Report

The *Personnel MU Report* provides information by Management Unit, subtotaling at the Location level and totaling at the Area level. It provides the number of SYs, PFT, PPT, PIN, TFT, and TPT personnel.

To print the “*Personnel MU Report*”, click “**Reports**” and “**Personnel MU Report**” from the Research Documentation screen (fig. 3).

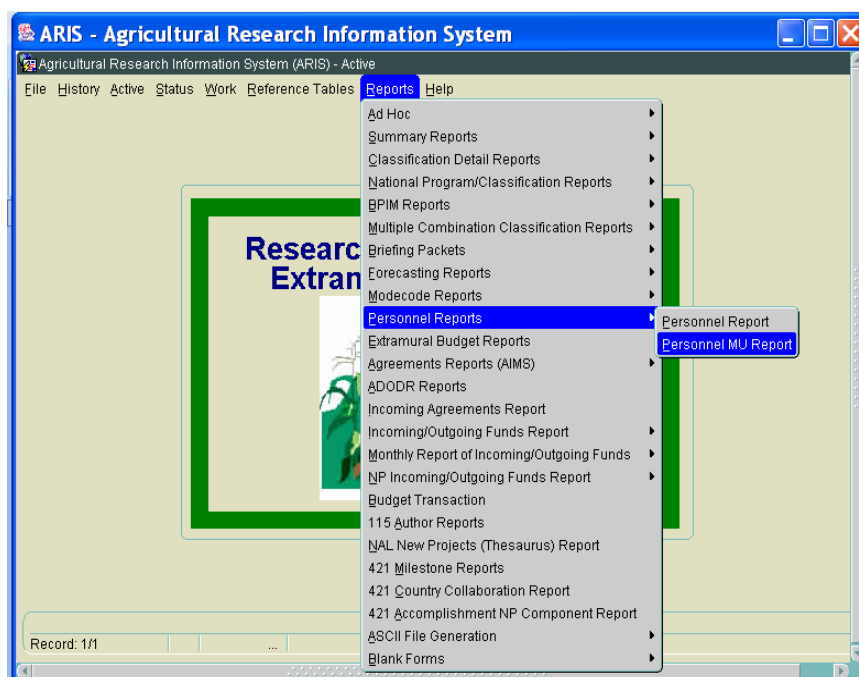


Figure 3 - Personnel Reports, Personnel MU Report

Adobe Acrobat will open and display the print file (fig. 4). To print, click the “**Print**” icon on the Adobe Tool bar, and “**OK**”.

03/31/2010 Agricultural Research Service
Agricultural Research Information System
Personnel MU Report

Modecode	Location	SYs	PFT	PPT	PIN	TPT	TPT
5305-00-00	SALINAS, CALIFORNIA	0	0	0	0	0	0
5305-01-00	LOCATION SUPPORT STAFF	0	5	0	0	1	0
5305-05-00	CROP IMPROVEMENT AND PROTECTION RESEARCH	12	27	0	0	13	11
5305	SALINAS, CALIFORNIA	12	32	0	0	14	11
5306-00-00	DAVIS, CALIFORNIA	0	0	0	0	0	0
5306-01-00	LOCATION SUPPORT STAFF	0	7	0	0	0	4
5306-15-00	CROPS PATHOLOGY AND GENETICS RESEARCH	9	17	0	0	8	13
5306-20-00	NAT'L CLONAL GERMPLASM REP - TREE FRUIT & NUT CROPS &	3	10	0	0	5	5
5306-25-00	WESTERN HUMAN NUTRITION RESEARCH CENTER	1	10	0	0	4	4
5306-25-10	OBESITY AND METABOLISM RESEARCH	6	11	0	0	4	1
5306-25-20	IMMUNITY AND DISEASE PREVENTION RESEARCH UNIT	6	13	0	0	2	0
5306	DAVIS, CALIFORNIA	25	68	0	0	23	27
5310-00-00	RIVERSIDE, CALIFORNIA	0	0	0	0	0	0
5310-01-00	LOCATION SUPPORT STAFF	0	5	0	0	0	0
5310-20-00	U.S. SALINITY LABORATORY	0	0	0	0	0	0
5310-20-01	OFFICE OF LABORATORY DIRECTOR	1	4	0	0	0	0
5310-20-05	CONTAMINANT FATE AND TRANSPORT RESEARCH	5	9	0	0	4	0
5310-20-15	WATER REUSE AND REMEDIATION RESEARCH	4	14	0	0	5	0
5310-30-00	NATIONAL CLONAL GERMPLASM REPOSITORY FOR CITRUS	2	5	0	0	3	4
5310	RIVERSIDE, CALIFORNIA	12	37	0	0	12	4
5320-00-00	HILO, HAWAII	0	0	0	0	0	0

Figure 4 - Adobe Print File, Personnel MU Report

Note: The source of the data for both personnel reports is the personnel file in ARIS, which originates from NFC.